



Submit this form, along with all required supporting documentation, if the income information on your 2023-2024 FAFSA does not accurately reflect your current financial situation. It is the policy of the Longwood Office of Financial Aid to consider income adjustment requests related to unexpected events affecting your financial situation that were beyond your control.

Adjustments are not typically considered until after the student has received an initial financial aid offer.

**A. STUDENT INFORMATION**

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Longwood ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

**B. TYPE OF APPEAL AND REQUIRED DOCUMENTATION**

Select the reason below that most closely relates to your circumstances, and submit all of the documentation listed for your selection. Please include your name and Longwood ID Number on each item submitted.

**Death of a spouse has occurred:**

- A written statement explaining your current financial situation, including the time frame of financial hardship and date when your spouse passed, and how the income reported on the FAFSA no longer represents your financial situation.
- Copy of the death certificate.
- Information on any benefits, pensions, or life insurance payments made to you.
- Copy of your most recent pay stub(s) from all employers.
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2, 3 as well as all applicable W-2s and 1099s

**Divorce or separation from spouse has occurred since the Free Application for Federal Student Aid (FAFSA) was filed:**

- A written statement explaining your current financial situation, including the time frame or date when the divorce or separation occurred, and the current address of each person.
- Proof of separate residences – provide copies of a utility bill or lease agreement for both you and your separated/former spouse showing separate addresses.
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2, 3 as well as all applicable W-2s and 1099s

**Unusual or high medical and/or dental expenses incurred during or after 2021:**

- A written statement explaining your current financial situation, including the time frame or date when these events occurred, and how the income reported on the FAFSA fails to represent your current financial situation.
- Documentation of any **paid** medical or dental expenses not covered by insurance or deducted on your income tax return.
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2, 3 as well as all applicable W-2s and 1099s

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Student Name: \_\_\_\_\_ Longwood ID Number: \_\_\_\_\_

**Loss of student or spouse income:**

- A written statement explaining your current financial situation, including the timeframe or date when the change in income occurred, and how the income reported on the FAFSA no longer represents your financial situation.
- Letter from previous employer, or resignation letter, indicating separation dates.
- Documentation of any severance, vacation, personal and/or sick leave pay out.
- Letter from unemployment office documenting effective dates and benefits received, if any.
- Copy of most recent pay stub(s) from all employers.
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2,3 as well as all applicable W-2s and 1099's.

**A one-time, non-recurring income was received during 2021:**

- A written statement explaining your current financial situation, including the timeframe or date when the non-recurring income was received, how it was spent, and how much is left.
- Copy of documentation identifying the source and amount of the one-time income.
- Documentation supporting how the funds were spent (i.e. receipts, statements, etc.)
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1,2, 3 as well as all applicable W-2s and 1099's.

**Other**

- A written statement explaining your current financial situation, including the time frame or date when the change in income or circumstance occurred, and how the income reported on the FAFSA no longer represents your current financial situation.
- Documentation to support circumstance and copies of most recent pay stub(s) from all employers
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2, 3 as well as all applicable W-2s and 1099s

**C. HOUSEHOLD INFORMATION**

Please **complete all columns** of the table below for the people living in your household, including:

- Your spouse, if you are married.
- Any children, if you will provide more than half of their support from July 1, 2023 through June 30, 2024 OR if the child would be required to provide your information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if the child does not live with you.
- Other people if they now live with you, and you and/or your spouse provide more than half of the other person's support, and will continue to provide more than half of their support between July 1, 2023 and June 30, 2024.

Full Name (including student)	Age	Relationship to Student	Enrolled at least ½ time toward a degree? If yes, list college name	
			Yes	No
		Student	Yes	No
		Spouse	Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

**E. CERTIFICATION AND SIGNATURES**

**WARNING:** If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both. By signing and dating this form you certify that all statements and information are complete and correct. A representative from our office will contact you if further information is required.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

**For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: [go.longwood.edu/uploadfa](https://go.longwood.edu/uploadfa)**